HOW TO SCHEDULE AN ON-CAMPUS COVID19 TEST

1. You will receive an email from no-reply@cleared4work.com with a personalized link for your account. Click the personalized link to open the appointment registration page.

**NOTE:** If you did not receive the email or are unable to find it, sign in to CUNYfirst and click the option that says "I am not fully vaccinated OR I do not wish to disclose my vaccination status." This should generate a new unique link for you. If this does not work contact the ITS helpdesk at ITWORKORDERS@bcc.cuny.edu or 718-289-5969.

- I am not fully vaccinated OR I do not wish to disclose my vaccination status.
2. Click the button to read and accept the disclaimer:

```
Welcome
John Doe
The safeCircle™ COVID-19 testing program supports City University of New York (CUNY)'s mission for health and well-being. Please follow prompts below
+ Show More

Read and accept disclaimer
```

3. Complete and verify your personal information (required information is noted with a red asterisk):

```
Welcome
John Doe
The safeCircle™ COVID-19 testing program supports City University of New York (CUNY)'s mission for health and well-being. Please follow prompts below
+ Show More

We require your address and date of birth to provide to the local health department for contact tracing.

Complete Your Personal Information
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a. You must provide accurate personal information and the information should be the same as the record of source in CUNYfirst:

4. After saving your personal information, click "Book Appointment". Select Bronx Community College as your location then choose a date and time that works for you:
5. Confirm your appointment:

6. Click the settings icon to choose how and when to receive your appointment reminder: